

CONFIDENTIAL

14 April 1950

MEMORANDUM FOR: CHIEF, OC
CHIEF, AOC

VIA: CHIEF, STB

SUBJECT: Guest Speakers

1. I am very desirous of improving the quality of our guest speakers. However, to say that a guest lecturer is good, satisfactory, or poor without a detailed analysis as to why, is not sufficient. Therefore, during the next courses of instruction, it is requested that the following be accomplished:

a. That an instructor from the course be present during each presentation made by an outside lecturer;

b. That an analysis sheet be prepared so that the individual reviewing the instruction will know what he is looking for. Very broadly speaking, it should contain such items as the organization of material, use of examples, methods of presentation, presentation mannerisms of the lecturer and class interest. The instructor should complete this form upon the conclusion of the presentation and provide it to the course director concerned.

2. It is suggested that Chief, OC and Chief, AOC get together on this problem so that there will be uniformity in the analysis of these lectures.

3. On the conclusion of the two courses these reports along with any additional data desired should be furnished to Chief, TRD for further action.

4. It is also felt that the chief instructors can do much to improve these lectures by closer coordination with the speakers concerned. That is, to sit down with them and tell them exactly what is wanted and review their outlines and so on. It should

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Dated 10 MAR 1978 By: 024

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be remembered that TMD is responsible for all materials presented in any instruction. We want to give the lecturers as much leeway as we possibly can, but it will certainly require guidance on our part to ensure that what is being presented is what we want to be presented.

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